SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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February 16, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS
(ALL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding two (2) new unclassified classifications, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add two (2) new classifications; reclassify six (6) positions as part of the initial phase of the Public Health Program Manager study; and reclassify 39 positions to implement results of classification studies in the departments of Agricultural Commissioner/Weights and Measures, Auditor-Controller, Board of Supervisors, Children and Family Services, Consumer and Business Affairs, Health Services, Probation, Public Health, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based

upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

New Unclassified Classifications

We are establishing two (2) unclassified classifications (Attachment A). Establishment of the unclassified positions will reflect the continuing implementation of Measure A and the revised Management Appraisal and Performance Plan (MAPP). As you may recall, Measure A removed chief deputies and those next in line to the chief deputies from classified service.

Department of Animal Care and Control

We are establishing the Executive Assistant, Animal Care and Control (UC) to perform special assignment and liaison work for the Director, Animal Care and Control. This position will be responsible for providing specialized staff assistance to the Director of Animal Care and Control including serving as liaison with the Board of Supervisors.

Department of Board of Supervisors – Executive Office

In conjunction with a reclassification, we are establishing the Chief, Employee Relations Commission (UC) to provide administrative and operational support to the Employee Relations Commission.

Public Health Program Manager Study

We are recommending the reclassification of six (6) positions as part of the initial phase of the Department of Public Health Program Manager Study (Attachment B). The Board of Supervisors approved establishment of the Health Program Manager I, II, and III classifications on October 27, 2015. These classes were established as part of a broader department-wide reorganization to clarify and strengthen program and reporting structures as well as accountability. Positions allocated to these classes perform highly-responsible public health program duties in the oversight of the department's directly-operated and contracted programs and services. As such, we are recommending upward reclassification of five positions and lateral reclassification of one position.

Reclassifications

There are 39 positions in nine (9) departments being recommended for reclassification (Attachment C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 -

Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from the reclassifications recommended is estimated to total $388,599 (all funds). Net County cost is estimated to be $273,329. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

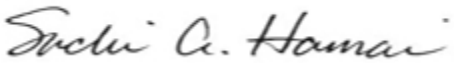
The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,



SACHI A. HAMAI

Chief Executive Officer

SAH:RM:SJM
AE:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Chief Information Office
Affected Departments

ATTACHMENT A

UNCLASSIFIED CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level	
Savings/ Megaflex	1055	Chief, Employee Relations Commission (UC)	N23	R9
Savings/ Megaflex	0955	Executive Assistant, Animal Care and Control (UC)	NM	101E

ATTACHMENT B

DEPARTMENT OF PUBLIC HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
Children's Medical Services			
1	Administrator, Specialized Health Program Item No. 4603A N23 S13 Non-Represented	1	Health Program Manager III Item No. 4543A N23 S14 Non-Represented
HIV & STD Programs			
1	Administrator, Specialized Health Program Item No. 4603A N23 S13 Non-Represented	1	Health Program Manager III Item No. 4543A N23 S14 Non-Represented
Public Health Programs			
1	Administrative Services Manager III Item No. 1004N NM 109E Non-Represented	1	Health Program Manager I Item No. 4541N N23 S11 Non-Represented
1	Area Administrator, Public Health Item No. 4622A NM 104F Non-Represented	1	Health Program Manager I Item No. 4541A N23 S11 Non-Represented
1	Programs Administrator, Health Services Item No. 4604A N23 S11 Non-Represented	1	Health Program Manager II Item No. 4542A N23 S12 Non-Represented
Substance Abuse and Prevention Control			
1	Administrator, Specialized Health Program Item No. 4603A N23 S13 Non-Represented	1	Health Program Manager III Item No. 4543A N23 S14 Non-Represented

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Senior Clerk Item No. 1140A NMV 69H Represented	2	Senior Typist-Clerk Item No. 2216A NMV 70G Represented

The subject positions report to a Deputy Agricultural Commissioner/Sealer and are located in the Pesticide Regulation Division, Pesticide Use Enforcement Unit. The positions are responsible for processing rodenticide sales as well as assisting with permit licensing, investigation reports, and maintenance requests for management and field inspectors. Specific duties include typing correspondence, performing data entry, and compiling and maintaining data for monthly and annual reports such as coyote sightings, bee disturbances, and pesticide investigations.

The responsibilities and duties meet the definition and standards for the Senior Typist-Clerk, a class which performs skilled typing work and highly specialized clerical duties requiring a highly specialized knowledge of a particular function with only general direction. Therefore, we recommend upward reclassification of these positions to Senior Typist-Clerk.

AUDITOR-CONTROLLER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Head Clerk Item No. 1179A NMV 78E Represented	1	Staff Assistant II Item No. 0913A NM 83H Represented
1	Senior Accountant, Auditor-Controller Item No. 0650A NM 93E Represented	1	Program Specialist I, Auditor-Controller Item No. 0712A NM 95L Non-Represented
1	Transportation Assistant Item No. 1379A N3M 77B Non-Represented	1	Accountant III Item No. 0648A NM 86J Represented

The above subject positions are assigned to the Travel Administrative Unit (TAU), Disbursements Division, General Claims. The TAU is responsible for handling the business travel needs for all County departments, managing the centralized billing for County business travel services and responding to the travel inquiries.

The subject Head Clerk position is responsible for managing the centralized billing for County business travel services as well as responding to travel inquiries by performing travel policy research, development, and interpretation of the County Code and County Fiscal Manual (CFM). Duties include processing payments for invoices, journal vouchers and Orders for Transportation, and assisting the manager of the Business Compliance Section by reviewing and analyzing travel reports, procedures, and operational issues. The duties and responsibilities are more consistent with the standards for Staff Assistant II, a class defined by assisting the manager of major division or bureau in a County department by analyzing and making recommendations for the solution of a variety of problems of organization, budget, procedures, systems, program, general management and personnel. Therefore, we recommend upward reclassification to Staff Assistant II.

The subject Senior Accountant, Auditor-Controller position oversees the daily operation of the TAU. Duties include managing the County's travel operations with the County's travel services provider and vendors; resolving operational issues encountered by County business travelers; auditing travel expenditures; reviewing and approving Orders for Transportation; reviewing payment requests and general voucher entries; tracking spending and billing; and providing training to line department staff.

AUDITOR-CONTROLLER (continued)

The duties are most consistent with Program Specialist I, Auditor Controller, which assists in the review and analyses of County-wide departmental organizations, management, and programs to improve operational efficiency and reduce operating expenditures. Therefore, we recommend upward reclassification to Program Specialist I, Auditor-Controller.

The subject Transportation Assistant position serves as a consultant to departments for resolving and responding to travel inquiries. It is responsible for overseeing the processing of journal vouchers as well as providing first-level oversight of operations with County's travel services provider and vendors. Duties include analyzing fiscal trends and data from County departments and travel vendors to calculate the County's travel budget; auditing the travel activities of County departments to ensure compliance with the County Code and CFM; researching new travel options offered by vendors; and assisting with the analysis and revision of the County Code and CFM. The responsibilities and duties assigned to this position meet the Accountant III allocation criteria to perform responsible and highly-complex professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation, and control of financial records and fiscal revenue and expenditures forecasting. Therefore, we recommend upward reclassification to Accountant III.

BOARD OF SUPERVISORS – EXECUTIVE OFFICE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Chief, Employee Relations Commission Item No. 1107A N23 R9 Non-Represented	1	Chief, Employee Relations Commission (UC) (new classification) Item No. 1055A N23 R9 Non-Represented

The subject position reports directly to the Chief Deputy Executive Officer, Board of Supervisors (UC), and is recommended for lateral reclassification to the newly created unclassified classification of Chief, Employee Relations Commission (UC). This classification is being created to reflect a change in the classified/unclassified status of the position, and in order to satisfy the conditions of Measure A, which stipulates that the positions of Chief Deputy and assistants or positions next in line of authority to Chief Deputies be placed in the unclassified service.

Therefore, we recommend lateral reclassification to this new position, Chief, Employee Relations Commission (UC). Once the new, unclassified position is encumbered we will begin the process to delete the Chief, Employee Relations Commission classification.

CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Administrative Services Manager I Item No. 1002A NM 96F Non-Represented	3	Children Services Administrator I Item No. 9086A 101J Non-Represented

The subject positions are located in the Volunteer/Interns Program Section and are responsible for overseeing the Youth Work Exposure Program, which provides youth with exposure to the work force through pre-employment classroom training and participation in hands-on skills alongside skilled professionals. Responsibilities include gathering and analyzing data for development of job training resources; ensuring compliance with case plans and court orders; evaluating youth job performance; and providing letters of work experience for participants.

The duties and responsibilities meet the classification standards for Children Services Administrator I, a class which assists in the development and administration of specialized services for programs related to emancipation of foster youth or other aspects of the foster care program. Therefore, we recommend upward reclassification of these positions to Children Services Administrator I.

CONSUMER AND BUSINESS AFFAIRS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Consumer Affairs Representative III Item No. 1664A NM 87K Represented	1	Consumer Affairs Supervisor Item No. 1668A NM 96F Non-Represented
4	Program Manager I Item No. 0977A NM 91C Non-Represented	4	Consumer Affairs Representative III Item No. 1664A NM 87K Represented
1	Program Manager II Item No. 0978A NM 95D Non-Represented	1	Consumer Affairs Supervisor Item No. 1668A NM 96F Non-Represented

The subject Consumer Affairs Representative III position reports to a Chief Consumer Affairs Representative and is assigned to the Complaint Investigations Unit. The position oversees three (3) Consumer Affairs Representative staff responsible for referring clients to appropriate agencies to resolve complaints and investigations of real estate fraud. Duties include assigning and reviewing the work of staff; overseeing routine, complex and special investigations; processing cases for closure; performing recall inspections for the Consumer Product Safety Commission; and developing informational material for the public. The supervisory duties and responsibilities meet the definition and standards for Consumer Affairs Supervisor, a class which supervises consumer affairs staff engaged in the delivery of department services to the public and provides administrative coordination for specialized consumer protection programs. Therefore, we recommend upward reclassification to Consumer Affairs Supervisor.

The subject Program Manager I positions are assigned to the department's Small Business Services unit and function as small business counselors. The duties performed are consistent with the Consumer Affairs Representative III, a class defined by investigating, mediating and resolving complex consumer related service complaints, inquires and disputes, and conducting special projects and assignments. Therefore, we recommend downward reclassification of these positions to Consumer Affairs Representative III.

CONSUMER AND BUSINESS AFFAIRS (continued)

The subject Program Manager II position is assigned to the department's Small Business Services unit, where it provides technical and administrative supervision to staff and functions as a small business counselor. The supervisory duties and responsibilities of the position meet the definition and standards of Consumer Affairs Supervisor, a class responsible for supervising consumer affairs staff engaged in the delivery of department services to the public and provides administrative coordination for specialized consumer protection programs. Therefore, we recommend upward reclassification to Consumer Affairs Supervisor.

HEALTH SERVICES – VALLEYCARE NETWORK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	General Maintenance Worker Item No. 6619A NM 74B Represented	1	Equipment Maintenance Worker Item No. 6610A N2 78L Represented

The subject position is assigned to the Facilities Division located at Olive View-UCLA Medical Center, where it is responsible for maintaining and repairing a variety of hospital equipment and tools, including gurneys, exam tables, wheel chairs, kitchen equipment, pump compressors, and oxygen regulators. The duties and responsibilities of the position meet allocation standards for the Equipment Maintenance Worker classification, a class responsible for maintaining and repairing various types of equipment and tools used in areas such as recreational activities, park maintenance, hospital and facilities, and fueling facilities. Therefore, we recommend the upward reclassification to Equipment Maintenance Worker.

PROBATION DEPT - SUPPORT SERVICES, ADMINISTRATIVE SYSTEMS BUREAU

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Head Departmental Personnel Technician Item No. 1850A NM 97G Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 96F Non-Represented

The subject position reports to an Administrative Services Manager III and is responsible for overseeing the Personnel Services/Operations & Technical Support Unit. The Unit is responsible for MAPP administration, employee development, the web-based performance system (Performance Net), enrollment in training classes, processing of special pay practice and MAPP transactions, maintaining departmental personnel files, handling security roles of various countywide systems, and providing the help desk function for the department's Human Resources Division.

The duties and responsibilities meet the classification standards for Administrative Services Manager I, a class which may lead or supervise a unit of lower-level analysts performing less complex analytical assignments. This action will further implement the Countywide Head Departmental Personnel Technician Classification Study to provide clarity for this core departmental Human Resources function. Therefore, we recommend downward reclassification to Administrative Services Manager I.

PROBATION DEPT - SUPPORT SERVICES, INFORMATION SYSTEMS BUREAU

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Technology Supervisor Item No. 2598A NM 107L Non-Represented	1	Principal Information Systems Analyst Item No. 2594A NM 106L Non-Represented
1	Network Systems Administrator II Item No. 2559A NM 96J Represented	1	Information Technology Security Specialist Item No. 2603A NM 106L Non-Represented
1	Principal Application Developer Item No. 2526A NM 106H Non-Represented	1	Principal Network Systems Administrator Item No. 2561A NM 106L Non-Represented
2	Senior Information Technology Technical Support Analyst Item No. 2547A NM 94J Represented	2	Information Systems Analyst II Item No. 2591A NM 95E Represented

The subject Information Technology Supervisor position leads lower-level analyst positions and is responsible for supporting information technology (IT) projects through monitoring detailed work activities; communicating risks and issues to management; ensuring project management activities are consistent across all IT projects; reviewing and analyzing enterprise IT requests to ensure compatibility with departmental enterprise standards, guidelines and strategies; making recommendations on new IT projects and advising on alternatives system architecture designs; reviewing technical specifications, and establishing standards on outside IT vendor purchases; and participating in monitoring of vendor performance to ensure deliverables are met.

The duties and responsibilities are consistent with the Principal Information Systems Analyst, a class which performs highly-specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and application development. Therefore, we recommend downward reclassification to Principal Information Systems Analyst.

PROBATION DEPT - SUPPORT SERVICES, INFORMATION SYSTEMS BUREAU
(continued)

The subject Network Systems Administrator II position is responsible for overseeing all aspects of the department's security applications and maintenance; supports the development, implementation and monitoring of information systems security standards and architecture to ensure security standards are being enforced; tests new patches and updates security software products, including client and server updates, prior to implementation; complies and validates security-related statistical data for management reporting; evaluates responses to complex service tickets; and maintains chain of custody of electronic and/or physical evidence related to IT security incidents.

The duties and responsibilities are consistent with the Information Technology Security Specialist, a class which provides consultative, systems architecture, and project-management expertise in the development, implementation, and monitoring of a departmental IT security program including related policies and procedures. Therefore, we recommend upward reclassification to Information Technology Security Specialist.

The subject Principal Application Developer position serves as a lead in coordinating network facilities maintenance, modifications and enhancements for the physical infrastructure of the network, servers, and video equipment for several site locations, including the department's data centers; ensures maintenance and repair of video surveillance footage to preserve the integrity of captured footage, as well as resolving the more complex system configuration and performance issues; ensures data center's electrical and cooling systems are functioning properly; responsible for infrastructure hardware and repair, as well as the testing and optimization of complex network software and physical infrastructure; and develops new or modifies existing project plans as needed.

The duties and responsibilities are consistent with the Principal Network Systems Administrator, a class which is assigned lead roles in the areas of network design, disaster recovery planning, capacity planning, network security, complex server and network configuration, network administration and monitoring, upgrades, troubleshooting and maintenance on network related projects, including services over Internet Protocol, such as audio, video, telephony and data. Therefore, we recommend upward reclassification to Principal Network Systems Administrator.

PROBATION DEPT - SUPPORT SERVICES, INFORMATION SYSTEMS BUREAU
(continued)

The first of two (2) subject Senior Information Technology Technical Support Analyst positions is responsible for coordinating the implementation of new information systems projects; working with end users and vendors on identifying business needs and solutions; defining project tasks and resource requirements; documenting project issues and risks; evaluating project impact, performing cost and benefit analysis, risk assessments; assembling and coordinating project resources; coordinating the preparation of hardware and software specifications for procurement; coordinating the development and maintenance of implementing and converting plans, including training and test plans, and tracking project deliverables.

The second subject Senior Information Technology Technical Support Analyst position is responsible for providing updates on ongoing projects; developing, maintaining, and coordinating project plans to analyze and document solution capabilities to meet user, functional and technical requirements; providing support and expertise for system enhancements; verifying completion of projects according to requested specifications; monitoring systems compliance with established IT policies, procedures, guidelines, plans and standards; meeting with IT staff to review Requests for Information, Requests for Proposals, Requests for Quotes, Statements of Work and other IT assessment documents.

The duties and responsibilities of the two (2) Senior Information Technology Technical Support Analyst positions meet the classification standards for an Information Systems Analyst II, a journey-level class which provides a full-range of information systems analysis and design and are assigned to moderately complex systems. They analyze, design, test and implement programs for a complete system or a component or module of a large complex system. Therefore, we recommend upward reclassification of these positions to an Information Systems Analyst II.

PROBATION DEPT - SUPPORT SERVICES, PROFESSIONAL STANDARDS BUREAU

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Management Analyst Item No. 1848A NM 89G Non-Represented	1	Deputy Probation Officer II, Field Item No. 8607A NX 91A Represented
		2	Departmental Civil Service Representative Item No. 1881A NM 97G Non-Represented

The first of the three (3) subject Management Analyst positions is responsible for performing background investigations of Sworn Personnel governed by the Peace Officer Standards Training (POST). Therefore, we recommend upward reclassification to Deputy Probation Officer II, Field to alleviate the increased workload related to processing POST positions.

The remaining two (2) subject Management Analyst positions are responsible for independently investigating, preparing, and presenting cases involving all departmental actions which may be appealed (i.e., discipline and discretionary appeals) to the Civil Service Commission. The scope of responsibilities are consistent with the allocation criteria for Departmental Civil Service Representative, a class responsible for investigating, preparing and presenting cases for civil service hearings. Therefore, we recommend upward reclassification of these positions to Departmental Civil Service Representative.

PROBATION DEPT - SUPPORT SERVICES, RISK MANAGEMENT SECTION

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Probation Director Item No. 8620A N23 S10 Represented	1	Administrative Services Manager II Item No. 1003A NM 99F Non-Represented
		1	Administrative Services Manager III Item No. 1004A NM 109E Non-Represented

The first subject Probation Director position is assigned to manage the Return-To-Work Unit which includes overseeing the department's Workers' Compensation Program. The Unit ensures compliance with the American Disabilities Act, Fair Employment and Housing Act, Family Medical Leave Act, California Family Rights Act and other County and departmental policies and procedures. The duties and responsibilities are consistent with the class concept for the Administrative Services Manager II, a class which is responsible for supervising a unit of analysts performing a full range of difficult to complex analytical assignments within functional areas such as human resources, contracts, budget, finance, and other closely-related administrative functional areas. Therefore, we recommend downward reclassification to Administrative Services Manager II.

The second subject Probation Director position reports to the Departmental Human Resources Manager III and is responsible for overseeing the activities and operations of the Risk Management Section, through subordinate supervisors. The Section is comprised of five (5) units: Return-To-Work; Civil Litigation; Loss Control and Prevention; Safety, Security & Emergency Preparedness; and Badge Reconciliation. The duties and responsibilities meet the class concept for Administrative Services Manager III, a class which directs a section composed of multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations. Therefore, we recommend upward reclassification to Administrative Services Manager III.

PUBLIC HEALTH PROGRAMS - INFORMATION SYSTEMS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Clerk Item No. 1138A NMV 65C Represented	1	Information Technology Aide Item No. 2584A NM 74J Represented
1	Intermediate Typist-Clerk Item No. 2214A NMV 66B Represented	1	Information Technology Technical Support Analyst II Item No. 2546A NM 90J Represented
1	Principal Information Systems Analyst Item No. 2594A NM 106L Non-Represented	2	Information Technology Security Specialist Item No. 2603A NM 106L Non-Represented
1	Principal Network Systems Administrator Item No. 2561A NM 106L Non-Represented		

The subject Intermediate Clerk position reports to an Information Technology Technical Support Supervisor and is assigned to the Service Desk Unit. It is primarily responsible for answering and responding to technical support calls for end-users. Specific duties include answering Service Desk calls for departmental customers; using service request tracking software; and performing intake and assessments and resolving technical issues with computing device and software. The duties and responsibilities meet the definition for Information Technology Aide, a class which provides assistance to professional IT staff by performing routine information systems related tasks in a centralized information technology organization. Therefore, we recommend upward reclassification to Information Technology Aide.

PUBLIC HEALTH PROGRAMS – INFORMATION SYSTEMS (continued)

The subject Intermediate Typist-Clerk position reports to an Information Technology Technical Support Supervisor and is assigned to the Field Support Unit. It is primarily responsible for providing in-person computing device support to users at various facilities. Specific duties include troubleshooting, diagnosing, and resolving Service Desk-referred hardware and software issues; coordinating the repair of personal computing (PC) hardware with vendors; and assisting with IT asset management controls such as hardware salvage and inventory control audits, ensuring proper disposition of obsolete devices. The duties and responsibilities meet the classification standards for Information Technology Technical Support Analyst II, a class which performs a full range of information technology support duties, including hardware and software installation and repair. Therefore, we recommend upward reclassification to Information Technology Technical Support Analyst II.

The subject Principal Information Systems Analyst and Principal Network Systems Administrator positions are both responsible for implementing encryption software on all departmental portable and stationary computing devices; conducting annual Institute for Certification of Computing Professionals compliance certification for all departmental computing devices; performing vulnerability assessments and security reviews of networked devices to identify potential security vulnerabilities and threats; defining and testing proposed technical solutions and security controls; and conducting and leading risk assessments for proposed projects. The duties and responsibilities are consistent with the Information Technology Security Specialist, a class which provides consultative, systems architecture, and project-management expertise in the development, implementation, and monitoring of a departmental IT security program including related policies and procedures. Therefore, we recommend lateral reclassification of these positions to Information Technology Security Specialist.

PUBLIC HEALTH PROGRAMS – OPERATIONS SUPPORT

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Safety Officer I Item No. 3037A NM 93J Non-Represented	1	Safety Officer II Item No. 3039A NM 94K Non-Represented

The subject position reports to a Staff Analyst, Health and is assigned to the Risk Management Section, where it provides supervisory oversight and direction to two (2) Safety Assistant and two (2) Safety Inspector positions. The position has primary responsibility for the development and administration of a comprehensive departmental safety program. Duties include developing claims management strategies to reduce rates and expenses incurred due to safety-related claims and lawsuits against the department; developing and implementing the departmental Illness and Injury Prevention Program and other safety-related programs intended to reduce Workers' Compensation claims; assisting the Risk Manager with developing and implementing annual risk management goals and objectives; performing statistical computations for claim costs and analyzing claim trends; and developing trainings.

The duties and responsibilities meet the classification standards for Safety Officer II, a class which is responsible for independently identifying, diagnosing, developing, and implementing the safety and accident prevention program for a department with significant risk exposure due to the arduous and/or dangerous work performed by employees in the department. Therefore, we recommend upward reclassification to Safety Officer II.

SHERIFF DEPARTMENT - ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Accounting Technician II Item No. 0643A NM 75J Represented	1	Administrative Services Manager III Item No. 1004A NM 109E Non-Represented
1	Employment Services Assistant I, Sheriff Item No. 1923A NM 77C Non-Represented	1	Employment Services Assistant III, Sheriff Item No. 1925A NM 90C Non-Represented
2	Senior Typist-Clerk Item No. 2216A NMV 70G Represented	2	Employment Services Assistant II, Sheriff Item No. 1924A NM 85C Non-Represented

The subject Accounting Technician II position will report to an Assistant Division Director and is assigned to the Personnel Operations Unit. It will oversee the day-to-day human resources operations of the Unit through subordinate supervisors. The responsibilities meet the class concept for Administrative Services Manager III, a management-level class which is typically located in the central administrative office of line departments and reports to a higher-level manager. Incumbents are responsible for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing professional administrative services in such areas as human resources, budget, finance, contracts and other closely related administrative functional areas. Therefore, we recommend upward reclassification to Administrative Services Manager III.

The subject Employment Services Assistant I, Sheriff position will report to a Senior Departmental Personnel Technician and will be assigned to the Personnel Operations Unit, where it supervises staff responsible for processing transactions related to new hires, promotions, demotions, administrative reassignments, salary calculations, separations, bonus and special pay requests, transfers, and related employee personal information changes. The responsibilities meet the allocation standards for Employment Services Assistant III, Sheriff, a class which functions as human resource specialists or supervises a unit of generalists and support staff in the Sheriff Department's Personnel Administration Bureau in one of the following areas: wage and salary administration, position classification, employee benefits, employment recruitment and selection, personnel processing and information systems, and administrative staff activities. Therefore, we recommend upward reclassification to Employment Services Assistant III, Sheriff.

SHERIFF DEPARTMENT – ADMINISTRATION (continued)

The subject Senior Typist-Clerk positions are being recommended for reclassification in conjunction with various court settlements and contract service agreements. Responsibilities will involve the examination process of promotional and entry-level sworn and law enforcement support examinations. Duties include creating and updating job bulletins; processing on-line applications; administering exams; and maintaining applicant information and examination files. The duties and responsibilities meet the class concept of Employment Services Assistant II, Sheriff, a class which assists administration or technical staff and/or participates in the administration of human resources programs in the areas of wage and salary administration, position classification, employee benefits, employment recruitment and selection, personnel processing and information systems, and administrative staff activities. Therefore, we recommend upward reclassification of these positions to Employment Services Assistant II, Sheriff.

SHERIFF DEPARTMENT – CUSTODY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Director, Jail Programs, Sheriff Item No. 1063A NM 112A Non-Represented	1	Administrative Services Manager III Item No. 1004A NM 109E Non-Represented

The subject Director, Jail Programs, Sheriff position is assigned to the Custody Services Division and is being recommended for reclassification in conjunction with an approved position movement to the Coveted Testing Unit within the General Support Services Budget Unit. It will be responsible for directing and planning the development of sworn bonus job examination test materials for the department's validated centralized coveted Deputy Sheriff position testing. Duties include conducting job analyses, design of job-related and legally defensible assessment/selection tools, and test validation research.

The responsibilities meet the class concept for Administrative Services Manager III, a management-level class which is typically located in the central administrative office of line departments and report to a higher-level manager. Incumbents are responsible for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing professional administrative services in such areas as human resources, budget, finance, contracts and other closely related administrative functional areas. Therefore, we recommend downward reclassification to Administrative Services Manager III.

SHERIFF DEPARTMENT – GENERAL SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Manager, Records Information System, Sheriff Item No. 2248A NM 97J Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 96F Non-Represented

The subject position provides oversight to the Subpoena Control Unit, Correspondence/Information Retrieval Unit, and Public Services Unit, which are located within the Public and Law Enforcement Services Section. The level of work of the subject position no longer meets the class concept for Manager, Records Information System, Sheriff, a class which is responsible for assisting in the overall direction and administration of the Records and Identification Bureau.

Based on the current organizational structure and role of the subject position, the work performed is more consistent with the class concept for Administrative Services Manager I, a class which implements and monitors work plans to achieve assigned unit objectives; provides input and monitors performance; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards. Therefore, we recommend downward reclassification to Administrative Services Manager I.

SHERIFF DEPARTMENT – PATROL CLEARING

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Data Control Clerk Item No. 2657A NMV 65C Represented	1	Intermediate Clerk Item No. 1138A NMV 65C Represented

The subject position provides clerical support and reports to a Sergeant in the Transit Policing Division/Central Operations Bureau/Detective. Duties include assisting with processing court appearance notices; reviewing court appearance notices for accuracy; preparing documents for data entry; assisting with processing requests for discoverable records; reviewing personnel overtime slips and traffic citations for completeness; sorting and distributing mail; and answering routine questions and providing information related to court appearance notices.

The duties and responsibilities meet the allocation criteria for Intermediate Clerk, a class which performs specialized clerical duties requiring a working knowledge of specialized subject matter and all involved specialized clerical functions. Therefore, we recommend lateral reclassification to Intermediate Clerk.

ANALYSIS

This ordinance amends Title 6 - Salaries of the Los Angeles County Code by:

- Adding the position and establishing the salary for two (2) employee classifications, one for the Board of Supervisors and the other for the department of Animal Care and Control; and
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the departments of Agricultural Commissioner/Weights and Measures, Auditor-Controller, Board of Supervisors, Children and Family Services, Consumer and Business Affairs, Health Services, Probation, Public Health, and Sheriff.

MARY C. WICKHAM
County Counsel

By:_____
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:ctj

Received: 1/14/16
Revised: 1/14/16
1/29/16

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries of the Los Angeles County Code relating to the addition, deletion, and changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1055	CHIEF,EMPLOYEE RELATIONS COMM(UC)	_____ *	N23	R9
0955	EX ASST,ANIMAL CARE & CONTROL(UC)	_____ *	NM	101E

SECTION 2. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1140A~~	~~2~~	~~SENIOR CLERK~~

SECTION 3. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2216A	~~8~~	10	SENIOR TYPIST-CLERK

SECTION 4. Section 6.40.010 (Auditor-Controller) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1379A~~	~~1~~	~~TRANSPORTATION ASSISTANT~~

SECTION 5. Section 6.40.010 (Auditor-Controller) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0648A	~~30~~	31	ACCOUNTANT III
1179A	~~3~~	2	HEAD CLERK
0712A	~~23~~	24	PROGRAM SPECIALIST I,AUDITOR-CONT
0650A	~~21~~	20	SENIOR ACCOUNTANT,AUDITOR-CONT
0913A	~~2~~	3	STAFF ASSISTANT II

SECTION 6. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1107A~~	~~1~~	~~CHIEF,EMPLOYEE RELATIONS COMMISSION~~

SECTION 7. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1055A	1	CHIEF,EMPLOYEE RELATIONS COMM(UC)

SECTION 8. Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	~~74~~	71	ADMINISTRATIVE SERVICES MANAGER I
9086A	~~260~~	263	CHILDREN SERVICES ADMINISTRATOR I

SECTION 9. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~0977A~~	~~4~~	~~PROGRAM MANAGER I~~
~~0978A~~	~~1~~	~~PROGRAM MANAGER II~~

SECTION 10. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1664A	~~15~~	18	CONSUMER AFFAIRS REPRESENTATIVE III
1668A	~~5~~	7	CONSUMER AFFAIRS SUPERVISOR

SECTION 11. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~3037A~~	~~1~~	~~SAFETY OFFICER I~~

SECTION 12. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4541A	1	HEALTH PROGRAM MANAGER I
4541N	1	HEALTH PROGRAM MANAGER I
4542A	1	HEALTH PROGRAM MANAGER II
2584A	1	INFORMATION TECHNOLOGY AIDE
2603A	2	IT SECURITY SPECIALIST
3039A	1	SAFETY OFFICER II

SECTION 13. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1004N	~~2~~	1	ADMINISTRATIVE SERVICES MANAGER III
4622A	~~3~~	2	AREA ADMINISTRATOR,PUBLIC HEALTH
2546A	~~7~~	8	IT TECHNICAL SUPPORT ANALYST II
1138A	~~8~~	7	INTERMEDIATE CLERK
2214A	~~145~~	144	INTERMEDIATE TYPIST-CLERK
2594A	~~9~~	8	PRINCIPAL INFO SYSTEMS ANALYST
2561A	~~2~~	1	PRINCIPAL NETWORK SYSTEMS ADMIN
4604A	~~3~~	2	PROGRAMS ADMINISTRATOR,HEALTH SERVS

SECTION 14. Section 6.77.015 (Department of Public Health – Division of HIV and STD programs) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~4603A~~	~~1~~	~~ADMR,SPECIALIZED HEALTH PROGRAM~~

SECTION 15. Section 6.77.015 (Department of Public Health – Division of HIV and STD programs) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4543A	1	HEALTH PROGRAM MANAGER III

SECTION 16. Section 6.77.020 (Department of Public Health – Substance abuse prevention and control) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~4603A~~	~~1~~	~~ADMR,SPECIALIZED HEALTH PROGRAM~~

SECTION 17. Section 6.77.020 (Department of Public Health – Substance abuse prevention and control) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4543A	1	HEALTH PROGRAM MANAGER III

SECTION 18. Section 6.77.025 (Department of Public Health – Children's medical services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~4603A~~	~~1~~	~~ADMR,SPECIALIZED HEALTH PROGRAM~~

SECTION 19. Section 6.77.025 (Department of Public Health – Children's medical services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4543A	1	HEALTH PROGRAM MANAGER III

SECTION 20. Section 6.78.070 (Department of Health Services – ValleyCare Network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
6610A	~~4~~	5	EQUIPMENT MAINTENANCE WORKER
6619A	~~12~~	11	GENERAL MAINTENANCE WORKER

SECTION 21. Section 6.100.010 (Probation Department – Support services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1850A~~	~~1~~	~~HEAD DEPARTMENTAL PERSONNEL TECH~~

SECTION 22. Section 6.100.010 (Probation Department – Support services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2603A	1	IT SECURITY SPECIALIST
2594A	1	PRINCIPAL INFO SYSTEMS ANALYST
2561A	1	PRINCIPAL NETWORK SYSTEMS ADMIN

SECTION 23. Section 6.100.010 (Probation Department – Support services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	~~13~~	14	ADMINISTRATIVE SERVICES MANAGER I
1003A	~~10~~	11	ADMINISTRATIVE SERVICES MANAGER II
1004A	~~3~~	4	ADMINISTRATIVE SERVICES MANAGER III
1881A	~~7~~	9	DEPARTMENTAL CIVIL SERVICE REP
8607A	~~41~~	42	DEPUTY PROBATION OFFICER II,FIELD
2591A	~~16~~	18	INFORMATION SYSTEMS ANALYST II
2598A	~~7~~	6	INFORMATION TECHNOLOGY SUPERVISOR
1848A	~~28~~	25	MANAGEMENT ANALYST

2559A	~~4~~	3	NETWORK SYSTEMS ADMINISTRATOR II
2526A	~~8~~	7	PRINCIPAL APPLICATION DEVELOPER
8620A	~~13~~	11	PROBATION DIRECTOR
2547A	~~11~~	9	SENIOR IT TECHNICAL SUPPORT ANALYST

SECTION 24. Section 6.120.010 (Sheriff – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0643A	~~20~~	19	ACCOUNTING TECHNICIAN II
1004A	~~18~~	19	ADMINISTRATIVE SERVICES MANAGER III
1923A	~~35~~	34	EMPLOYMENT SERVS ASST I,SHERIFF
1924A	~~59~~	60	EMPLOYMENT SERVS ASST II,SHERIFF
1925A	~~17~~	18	EMPLOYMENT SERVS ASST III,SHERIFF
2216A	~~16~~	15	SENIOR TYPIST-CLERK

SECTION 25. Section 6.120.012 (Sheriff – Custody) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1063A~~	~~1~~	~~DIRECTOR,JAIL PROGRAMS,SHERIFF~~

SECTION 26. Section 6.120.012 (Sheriff – Custody) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1004A	1	ADMINISTRATIVE SERVICES MANAGER III

SECTION 27. Section 6.120.014 (Sheriff – General support services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~2248A~~	~~1~~	~~MANAGER,RECORDS INFO SYSTEM,SHERIFF~~

SECTION 28. Section 6.120.014 (Sheriff – General support services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	~~5~~	6	ADMINISTRATIVE SERVICES MANAGER I

SECTION 29. Section 6.120.018 (Sheriff – Patrol clearing account) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~2657A~~	~~1~~	~~DATA CONTROL CLERK~~

SECTION 30. Section 6.120.018 (Sheriff – Patrol clearing account) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1138A	~~6~~	7	INTERMEDIATE CLERK

SECTION 31. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

[RECLASSFEB2016KPCEO]